

Surplus Land Closing Document Checklist for Legal Review

1. Parcel Disposal Checklist
2. Commissioner's Order with Legal Description & Plat Map
3. Quitclaim Deed with Legal Description & Plat Map
4. District Approval Letter
5. Aerial
6. Acquisition Documents
7. First few pages of Environmental Review (until signature)
8. First page of Appraisal
9. Closing Documents
 - a. Ready for Sale Letter (If Applicable)
 - b. W-9
 - c. Offer Letter (If Applicable)
 - d. Sales Disclosure
 - e. Invoice

Organize these sheets on a blue divider and hold it together with an alligator clip